



**TEMPORARY ALCOHOL LICENSE  
EXPANSION APPLICATION FEE: \$43.00**

<b>Legal Business Name</b>			
<b>Business Trade Name</b>		<b>Phone No.</b> (      )      -	
<b>Street Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Email Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Person in charge of the event (First and Last Name)</b>		<b>Title</b>	
<b>Brief description of proposed expansion</b>			

1. Is this a new event? ☐ Yes ☐ No If no, what was the date of the last event? \_\_\_\_\_
2. Date(s) \_\_\_\_\_ Hours of operation \_\_\_\_\_
3. Number of persons expected at the event each day \_\_\_\_\_
4. Have neighbors been notified? ☐ Yes ☐ No
5. Will you be using items such as loud speakers, call systems, live music, etc.? ☐ Yes ☐ No
6. Type of cooking equipment used (deep fryer, charcoal, etc.): \_\_\_\_\_
7. Attach a letter addressed to the City Council requesting a temporary expansion (see format on reverse).
8. Attach a security plan that explains how alcohol consumption will be monitored. Provide specific details on how you intend to control consumption outside of the licensed premise and how you will prevent underage alcohol consumption.
9. Attach a siteplan showing the location of the proposed expansion in relation to the existing premise. Include:
  - A. Location and materials to be used for the six (6) foot-high security fence enclosing the expansion
  - B. Identify the "reasonable" separation barrier between any exterior smoking area and the smoke-free interior.
  - C. Location of entry and exit points
  - D. Siteplan must be drawn to scale (example: 1 inch = 10 feet). Show dimensions of:
    - ☐ Size of the area occupied by the event
    - ☐ Distance from structures on the premises and adjoining parcels
    - ☐ Set-back of fence from property lines, streets, sidewalks, etc.
    - ☐ Placement and size of any tents
    - ☐ Placement of any cooking equipment
    - ☐ Show emergency exits
    - ☐ Show exit from bar to fenced outdoor area

**Signature Required on Reverse**

**Submit form with attachments and payment to:**

Paperwork: [licensing@eauclairewi.gov](mailto:licensing@eauclairewi.gov)  
Payment: [www.eauclairewi.gov/treasury](http://www.eauclairewi.gov/treasury)  
Mail: City of Eau Claire, PO Box 909, EC, WI 54702  
Drop box: 203 S. Farwell St., EC, WI 54701  
Phone: 715-839-4923

**Fee: \$43.00 Tran Code: 1110**  
Office use only

11/20 5.28.110 cc City Atty: \_\_\_\_\_ LRC: \_\_\_\_\_

## **APPLICANT'S STATEMENT**

*I hereby certify that the answers on this application are true and correct to the best of my knowledge. I agree, in the consideration of the granting of this license expansion, to comply with the laws of the State of Wisconsin, and to the provisions of the Municipal Code of Ordinances of the City of Eau Claire.*

**Signature** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

### **FOR OFFICE USE ONLY:**

1. Does applicant have any outstanding bills \_\_\_\_\_No \_\_\_\_\_Yes
2. Check Zoning for any issues with expansion \_\_\_\_\_No \_\_\_\_\_Yes
3. Building permit number, if any \_\_\_\_\_

## **GUIDELINES FOR TEMPORARILY EXPANDING ALCOHOL SALES INTO OUTDOOR AREAS**

- 1. Submit application for license expansion to City Hall** 15 days prior to Council meeting date (see schedule on reverse side). Options for submitting information and payment are listed below.

**Application must include:**

- ☐ Letter addressed to City Council requesting the expansion
- ☐ Security plan for monitoring alcohol consumption
- ☐ Siteplan of existing premise, plus the proposed expansion, indicating:
  - A. Location and materials to be used for the six (6) foot-high security fence enclosing the expansion
  - B. Identify the “reasonable” separation barrier between any exterior smoking area and the smoke-free interior.
  - C. Location of entry and exit points
  - D. Siteplan must be drawn to scale (example: 1 inch = 10 feet). Show dimensions of:
    - ☐ Size of the area occupied by the event
    - ☐ Distance from structures on the premises and adjoining parcels
    - ☐ Set-back of fence from property lines, streets, sidewalks, etc.
    - ☐ Placement and size of any tents
    - ☐ Placement of any cooking equipment
    - ☐ Show emergency exits
    - ☐ Show exit from bar to fenced outdoor area
- ☐ Payment of application fee per the Schedule of Fees and Licenses

**2. Attend License Review Committee Meeting:**

License Review is a group of city staff who will discuss your application, answer questions you may have, and make a recommendation to City Council regarding whether or not to grant the expansion. Meetings are normally held at 10:00 a.m. on the Tuesday one week prior to the City Council Meeting. See reverse side for schedule.

**3. Attend City Council meeting:**

- ☐ City Council will consider your application at one of its legislative sessions. These are held at 4:00 p.m. on the 2nd and 4th Tuesdays of every month. See reverse side for schedule.
- ☐ City council may ask you questions. You should attend and be prepared for questions related to your request.
- ☐ City council will vote on whether to grant the expansion.

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**Phone:** 715-839-4923

## 2021 APPLICATION DEADLINES

License may be issued the day following Council Meeting if all other requirements have been met

<b>Council Meeting</b>	<b>Application Deadline By NOON</b>	<b>License Review Date 10:00 am</b>
January 12, 2021	December 28, 2020	January 5, 2021
January 26, 2021	January 11, 2021	January 19, 2021
February 9, 2021	January 25, 2021	February 2, 2021
February 23, 2021	February 8, 2021	February 16, 2021
March 9, 2021	February 22, 2021	March 2, 2021
March 23, 2021	March 8, 2021	March 16, 2021
April 13, 2021	March 29, 2021	April 6, 2021
April 27, 2021	April 12, 2021	April 20, 2021
May 11, 2021	April 26, 2021	May 4, 2021
May 25, 2021	May 10, 2021	May 18, 2021
June 8, 2021	May 24, 2021	June 1, 2021
June 22, 2021	June 7, 2021	June 15, 2021
July 13, 2021	June 28, 2021	July 6, 2021
July 27, 2021	July 12, 2021	July 20, 2021
August 10, 2021	July 26, 2021	August 3, 2021
August 24, 2021	August 9, 2021	August 17, 2021
September 14, 2021	August 30, 2021	September 7, 2021
September 28, 2021	September 13, 2021	September 21, 2021
October 12, 2021	September 27, 2021	October 5, 2021
October 26, 2021	October 11, 2021	October 19, 2021
November 9, 2021	October 25, 2021	November 2, 2021
November 23, 2021	November 8, 2021	November 16, 2021
December 14, 2021	November 29, 2021	December 7, 2021
December 28, 2021	December 13, 2021	December 21, 2021